



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

NOV 10 1999

COMPTROLLER'S MEMORANDUM NO. 1999-34

TO: Heads of Departments

ATTN.: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for
Calendar Year 2000

The attached "Payroll Change Schedule Due Dates for Calendar Year 2000" lists the submittal deadlines for payroll change schedules of each payroll period. Please note the changes in submittal dates due to a major change in the payroll cycle processing.

Effective March 1, 2000, submittal deadlines to DAGS Central Payroll will be changed as follows:

<u>Type of Payroll Change Schedule</u>	<u>Submittal Deadline to DAGS Central Payroll</u>
Regular	The 9 th work day before pay day, in which payment action occurs, by 4:00 p.m.
Hourly	The 7 th work day before pay day, in which payment action occurs, by 12 noon.
Fringe	The 7 th work day before pay day, in which payment action occurs, by 12 noon.

Type of
Payroll Change Schedule

Supplemental

Submittal Deadline
to DAGS Central Payroll

The 7th work day before pay day, in which payment action occurs, by 12 noon.
Supplemental payrolls submitted after this deadline must have prior approval from the Central Payroll Supervisor.
(This procedure is to ensure that all payroll change schedules are properly recorded and submitted to Data Entry in a timely manner.)
In all cases, an "approved" personnel action must be on file in HRMS in order for DAGS Central Payroll to perform its audit.

The "Turnaround Payroll Change Schedules" will be released to departments and agencies on the 4th work day before the pay day of the prior pay period. If you wish to arrange for special pickup of the "Turnaround Payroll Change Schedules", please contact Eleanor Kaaina, Supervisor of the Clerical Section at 586-0650.


RAYMOND H. SATO
State Comptroller

Attachment

PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDAR YEAR 2000

PAY PERIOD ENDING	ACTUAL PAY DATE	REGULAR PCS DUE DATE (4:00 PM)	*ALTERNATE TIME FOR PCS	HOURLY/ FRINGE PCS DUE DATE (12 NOON)
12/31/99	01/05/00	12/16/99*	8:00 AM REG/HR/FR	12/20/99*
01/15/00	01/20/00	01/04/00		01/06/00
01/31/00	02/04/00	01/19/00		01/21/00
02/15/00	02/18/00	02/02/00		02/04/00
02/29/00	03/03/00	02/16/00*	8:00 AM REG/HR/FR	02/18/00*
03/15/00	03/20/00	03/07/00		03/09/00
03/31/00	04/05/00	03/22/00		03/24/00
04/15/00	04/20/00	04/07/00		04/11/00
04/30/00	05/05/00	04/24/00		04/26/00
05/15/00	05/19/00	05/08/00		05/10/00
05/31/00	06/05/00	05/22/00		05/24/00
06/15/00	06/20/00	06/06/00		06/08/00
06/30/00	07/05/00	06/21/00		06/23/00
07/15/00	07/20/00	07/07/00		07/11/99
07/31/00	08/04/00	07/24/00		07/26/00
08/15/00	08/17/00	08/04/00		08/08/00
08/31/00	09/05/00	08/22/00		08/24/00
09/15/00	09/20/00	09/07/00		09/11/00
09/30/00	10/05/00	09/22/00		09/26/00
10/15/00	10/20/00	10/09/00		10/11/00
10/31/00	11/03/00	10/23/00		10/25/00
11/15/00	11/20/00	11/03/00		11/08/00
11/30/00	12/05/00	11/21/00		11/24/00
12/15/00	12/20/00	12/07/00		12/11/00

SHORT PAY CYCLES: 12/31/99, 02/29/00